



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration

DIVISION OF PURCHASES

One Capitol Hill, 2nd floor

Providence, RI 02908

TEL: (401) 574-8100

FAX: (401) 574-8387

Website: www.purchasing.ri.gov

REQUEST FOR QUOTE (RFQ) – BID # 7597564

BID TITLE: BOXER SHORTS, TEE SHIRTS & SOCKS – DOC

SUBMISSION DEADLINE: 11/02/18 AT 2:30 PM (EST)

PRE-BID CONFERENCE:

☒

NO

☐

YES _____

Buyer Name: Talia Haley

Title: Buyer I

QUESTIONS concerning this solicitation must be received by the Division of Purchases at doa.purquestions2@purchasing.ri.gov no later than **October 12, 2018 @ 4:00 PM (EST)**.

Questions should be submitted in a *Microsoft Word attachment*. Please reference the **RFQ Bid #7597564** on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

NOTE TO VENDORS:

Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov.

Offers received without the completed three-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM



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The Rhode Island Department of Administration, Division of Purchases, on behalf of Department of Corrections is seeking competitive proposals for Boxer Shorts, Tee Shirts & Socks in accordance with the described conditions and specifications herein, and in accordance with the terms of the Request and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).

- This is a one-time purchase.
- Vendors are required to complete Bid Form provided and submit with their proposal.
- This bid needs to be detailed and priced on a per-line basis.
- All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality.
- Specifications for boxer shorts is located on page 4, specifications for tee shirts is on page 5 and specifications for socks is on page 6. Award will be based on the proposal which meets or exceeds the specifications, if determined that that offer has the capabilities and functionality for the solicitation specifications.
- If bidding on items other than those specified, the bidder must, in every instance, give the trade designation of the article, manufacturer's name and detailed specifications of the item the bidder proposes to furnish; otherwise, the bid will be construed as submitted on the identical commodity described in the detailed specifications. The Purchasing Agent reserves the right to determine whether or not the item submitted is the approved equal the detailed specifications. The State reserves the right not to award to lowest bid if deemed "not equal" and make an award in its best interest.
- An Electronic Based File is attached that includes an Excel Spreadsheet for submission of the vendor bid form for this solicitation. **No USB drives will be accepted.**

**BIDDERS MUST SUBMIT A HARD COPY OF THE BID FORM ALONG WITH
THE RIVIP THREE – PAGE BIDDER CERTIFICATION COVER FORM.**

- Submission instruction is as follows:
 - Bidders are instructed to submit pricing ONLY in excel on the Electronic Based Excel File OR print the provided bid form in the same excel format and manually enter pricing.



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- If you choose to submit on the on the Electronic Based Excel File, please submit a DISC (CD) copy of your bid form in the same excel format provided. ***Please make sure that disk is completed and not blank before submitting***
- A Bidder may choose not to submit a disc-based file. If so, please print and complete required bid form in **ink, clearly and legible** and submit a hard copy with proposal.

DELIVERY ADDRESS:

CDC/Annex Building
9 Power Road
Cranston, RI 02920

- **DO NOT SUBMIT SAMPLE WITH BID SUBMISSION.** Buyer, after bid opening, may instruct (3) lowest bidders to submit samples.
- All products will be inspected at point of delivery and The State reserves the right to reject upon inspection. All packages delivered must be marked on the side with the name of the commodity, size, color and count.



Specification # 4287-M-005 for Shorts, Boxer Style, Men's

1. Classifications and Scope:

This specification covers Men's Boxer Style shorts as described herein.

- a. **Material:** 50% polyester / 50% cotton
- b. **Color:** White
- c. **Sizes:** Small 30-32, Medium 34-36, Large 38-40, Extra Large 42-44, 2X Large 46-48

2. Requirements:

- a. **Style:** Boxer style, cut full size, fly front, full panel seat; double stitched seams, elastic waistband.
- b. **Label:** Boxer garment shall have a permanent brand and size label.
- c. **Fiber Content:** Boxers shall be labeled as to the fiber content in accordance with the Federal Trade Commissions, "Textile Fiber Products Identification Act."
- d. **Workmanship:** Boxers shall be first class and manufactured in accordance with good commercial practices and shall be cleanly finished and well made with no defective stitching, raw edges or loose threads.

3. Sampling, Inspection, and Test Procedures:

- a. **Inspection:** Boxers will be inspected at the point of delivery. The State reserves the right to reject upon inspection.

4. Preparation for Delivery:

- a. **Packaging:** Unless otherwise specified, commercial packages will be acceptable under this specification.
- b. **Marking:** Unless otherwise specified, all packages must be marked on the side with the name of the commodity, the size, color and count.



Specification # 4287-M/F-001 for Tee Shirts, Men's

1. Classifications and Scope:

This specification covers Male Tee Shirts.

- a. **Material:** 50% Combed Cotton, 50% Polyester. Flat knit fabric, minimum of 30 courses and 30 wale's per inch, preshrunk.
- b. **Weight:** 3 ½ lbs. per dozen based on size large (42-44) 4.6 ounces each.
- c. **Color:** White
- d. **Sizes:** Small 32-34, Medium 36-38, Large 40-42, Extra Large 44-46, 2X Large 48-50, 3X Large 52-54, 4X Large 56-58

2. Requirements:

- a. **Style:** Cut full size and length; set in sleeves; reinforced fib knit collarette; one-inch seams on sleeves and bottom. NO BREAST POCKETS.
- b. **Label:** Tee shirts to have a permanent brand and size label.
- c. **Fiber Content:** Tee shirt to be labeled as to the fiber content in accordance with the Federal Trade Commissions "Textile Fiber Products Identification Act."
- d. **Workmanship:** Tee shirts shall be first class and manufactured in accordance with good commercial practices and shall be cleanly finished and well made with no defective stitching, raw edges or loose threads.

3. Sampling, Inspection, and Test Procedures:

- a. **Inspection:** Shirts will be inspected at the point of delivery. The State reserves the right to reject upon inspection.

4. Preparation for Delivery:

- a. **Packaging:** Unless otherwise specified, commercial packages will be acceptable under this specification.
- b. **Marking:** Unless otherwise specified, all packages must be marked on the side with the name of the commodity, the size, color and count.



Specification # 4250-M-001 for Socks, Work Type, Men's

1. Classifications and Scope:

This specification covers Men's work type socks as described herein.

- a. **Fiber Content:** 80% Cotton, 20% Nylon or stretch polyester.
- b. **Weight:** 29 ounces per dozen.
- c. **Color:** White
- d. **Sizes:** To fit sizes 9-12, 13-14.
- e. **Dimensions:**

Measurement Standards for Tube Socks									
Shoe Size	Sock Size	Description	Overall Sock	Overall Stock	Top Overall	Top Overall	Top Minimum	Leg Relaxed	Leg Width
			Relaxed Length	Stretch	Width	Stretch	Length	Width	Stretch
8-12	10-13	Men's Crew Tube	18"-20"	28.5"-32"	2.75"-3.25"	8"-9.5"	4"-4.5"	3.25"-4"	8"-10"

2. Requirements:

- a. **Style:** Tube style socks, long length; rib top, toe seam; fishmonth style.
- b. **Label:** Socks shall be labeled with brand name and size.
- c. **Fiber Content:** Socks shall be labeled as to the fiber content in accordance with the Federal Trade Commissions "Textile Fiber products Identification Act."
- d. **Workmanship:** Socks shall be first class and manufactured in accordance with good commercial practices and shall be cleanly finished and well made with no defective stitching, raw edges, or loose threads.

3. Sampling, Inspection, and Test Procedures:

- a. **Inspection:** Socks will be inspected at the point of delivery. The State reserves the right to reject upon inspection.

4. Preparation for Delivery:

- a. **Packaging:** Unless otherwise specified, commercial packages will be acceptable under this specification.
- b. **Marking:** Unless otherwise specified, all packages must be marked on the side with the name of the commodity, the size, color and count.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

CAMPAIGN FINANCE COMPLIANCE

CAMPAIGN FINANCE: In accordance with RI General Law 17-27-2, Every person or business entity providing goods or services of \$5,000 or more, and has in the preceding 24 months, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, or candidate for general office, any member, or candidate for general assembly, or political party, is required to electronically file an affidavit regarding political contributions at:

<https://secure.ricampaignfinance.com/RhodeIslandCF/Public/VendorAffidavit.aspx>

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

For all Purchase Orders issued on behalf of the University of Rhode Island, Community College of Rhode Island, and Rhode Island College, vendors will receive a confirming order from the respective entity prior to proceeding.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

INSURANCE REQUIREMENTS (ADDITIONAL)

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "SHIP TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated

only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. ORDERING (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island
Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form should be attached to the front of the offer. Each bid proposal must be submitted in a separate sealed envelope with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped/receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill, Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid proposals in electronic format are not accepted at this time.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

TERMS AND CONDITIONS OF PRICING AGREEMENT

SCOPE AND LIMITATIONS - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.

Under State Purchasing Law, 37-2-54, no purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of administration] or made under general regulations which the chief purchasing officer may prescribe. Under State Purchasing Regulation 8.2.1.1.2, any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.

PRODUCT ACCEPTANCE - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

- a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.
- b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.

State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.

A Department Purchase Order (DPO) listing the items ordered shall be created by the agency. The agency may mail or fax a copy of the order to the Vendor. In some cases the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

DELIVERY If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

PRICING - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

INVOICING All invoices shall reference the DPO Order Number(s), Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

PAYMENT - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller.

VENDOR SPECIFICATIONS

ALL VENDORS MUST INCLUDE SPECIFICATIONS WITH BID PROPOSAL (EVEN THOSE BIDDING BRAND SPECIFIED). FAILURE TO SUBMIT SPECIFICATIONS WITH BID PROPOSAL MAY RESULT IN DISQUALIFICATION OF BID. ITEMS IN CATALOGS MUST BE CLEARLY MARKED AND PAGES TABBED.